

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name:	Current Date: 12/15/2021
Classification: Air Resources Engineer	Position #: 673-910-3735-101
Division/Office: ECCD / In-Use Programs Branch	CBID: R09
Section: HDIUC	
Supervisor Name: Elena Florea	Supervisor Classification: ARS I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date: 10/14/2021

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

X Designated under Conflict of Interest Code.

☐ Duties performed may require pre-employment physical.

X Duties performed may require drug testing.

X Duties require participation in the DMV Pull Notice Program.

☐ Requires the utilization of a 32-pound self-contained breathing apparatus.

X Operates heavy motorized vehicles.

☐ Requires repetitive movement of heavy objects.

X Works at elevated heights or near fast moving machinery or traffic.

X Performs other duties requiring high physical demand. (Explain below):

Safety footwear is needed for hazardous work conditions which include vehicle emissions testing, emission control components inspection, and vehicle maintenance activity etc. Management requires that staff use safety footwear due to working in the field and conditions listed above.

☐ Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

X None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position **DIRECTLY** supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:**

Indicate the number of positions by classification that this position **LEADS**: N/A

**MISSION OF SECTION:** The Heavy Duty In-Use Compliance Section within the In-Use Programs Branch is primarily responsible for managing and administering the heavy duty in-use compliance testing programs in the Emissions Certification and Compliance Division (ECCD). These programs are essential to protect public health by helping to guarantee that the low heavy duty engine emission standards are met in-use. This will be done by continuing the implementation of the Heavy-Duty In-Use Compliance Program, expanding heavy-duty testing capability, oversight of the manufacturer-run Heavy Duty In-Use Testing Program, and the development and implementation of the Off-Road In-Use Compliance testing program. The section will provide in-use compliance testing, evaluation, and investigation support to affected equipment, and collect and maintain reported compliance data. The purpose of these programs are to acquire in-use exhaust emissions data to identify possible emissions component defects or emissions noncompliance issues such as unapproved auxiliary emission control devices or defeat devices that can lead to corrective actions (i.e. recall) by the manufacturer.

**CONCEPT OF POSITION:** Under general supervision of the manager of the Heavy Duty In-Use Compliance Section, this position is responsible for carrying out the duties and responsibilities outlined below:

<u><b>% OF TIME</b></u>	<u><b>RESPONSIBILITIES OF POSITION</b></u>
30% - E	<p>Independently develop, coordinate, and implement <b>heavy duty in-use compliance test programs</b>. This includes</p> <ul style="list-style-type: none"><li>• <b>vehicle procurement</b> – conduct telephone questionnaires with private and rental fleets to qualify program vehicles. Have direct interaction with the engine/ vehicle manufacturer regarding technical direction for vehicle acceptance into test programs. Evaluate proper operation and maintenance of vehicles for testable conditions and provide restorative maintenance as needed.</li><li>• <b>vehicle testing</b> – amend and develop standard operating procedures and vehicle testing requirements. Conduct in-use compliance emissions and field-testing and investigate in-field</li></ul>

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	<p>performance issues, warranty reporting issues, and emissions testing concerns.</p> <ul style="list-style-type: none"> <li>• <b>in-use compliance investigations</b> – determine the effectiveness of in-use emission control devices. Perform engineering analysis of emission test data and complex technical information, generate clear and concise technical reports, and organize/present the results.</li> <li>• <b>coordinate recall</b> efforts – communicate and coordinate with the engine manufacturer to develop corrective actions and implement voluntary and influenced recalls.</li> </ul> <p>Analyze and evaluate final in-use compliance emissions testing report and emission test equipment, using sound principles of engineering, science, statistics, and mathematics.</p>
20% - E	<p>Conduct additional <b>heavy duty testing</b> and expand HDDE testing capability.</p> <ul style="list-style-type: none"> <li>• This testing is done on a <b>heavy-duty engine or chassis dynamometer</b>, and/or on the road using Portable Emission Measurement System (<b>PEMS</b>).</li> <li>• For <b>engine testing</b>, oversee engine removal, dynamometer set-up, proper testing procedures, and test data and analysis.</li> </ul>
15% - E	<p>Review and process <b>corrective actions and/or recalls</b> for in-use compliance failure, any catastrophic failure or other safety related matter, warranty claims in excess of the trigger thresholds, or if a substantial number of units experience the failure of an operational feature to potentially enact the recall provisions. Provide assistance for the warranty resolution application process, and administrative processing for recalls.</p>
10% - E	<p>Develop and implement <b>procedures and guidance, and protocol for in-use compliance testing</b> and evaluation of heavy-duty engines. Ensure that the manufacturer or contractor is using correct emissions test procedures and test schedules that meet the stringent test requirements. Part of this task involves traveling to manufacturer's emissions test facility and physically perform <b>laboratory audit</b> of the emission laboratory equipment and verify equipment maintenance records.</p>
10% - E	<p>Receive, organize, review, evaluate, and analyze in detail the <b>heavy-duty in-use testing (HDIUT) data</b> submitted by heavy duty engine manufacturers under the HDIUT program. Plan and conduct discussions via email and telephone with manufacturers regarding testing and integrity of</p>

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	submitted data, to assure that current regulations are followed. Review and process in-use compliance test reports.
5% - E	<b>Represent CARB and/or IUPB at meetings.</b> Conduct work with CARB Divisions and other local, state, or federal agencies such as coordination with in-use testing, data analysis, presentation of findings, and share data from emissions tests programs. Present formal reports and other informational items. Develop any appropriate regulatory modifications related to in-use compliance program requirements.
5% - E	<b>Assist CARB enforcement</b> staff with litigation or settlement actions for in-use compliance investigations for heavy duty engines, vehicles, and equipment.
5% - M	<b>Research and review other in-use compliance information</b> such as certification information and other technical information as needed to support the heavy duty diesel in-use compliance program. Other duties as required (such as, but not limited to: answering questions via email and telephone regarding in-use compliance, and compliance with the regulation, occasionally serve as acting manager and providing support and feedback on special assignments and referrals).
	<b>Notes:</b> Related to any of the above duties, travel outside of the normal work hours will be required and entail overnight or several days stays. Under certain circumstances work outside the normal work hours will be required. Typical method of travel can be by flying or driving a car / truck depending on the activity / event.
	<b>High physical demand:</b> Safety footwear and glasses are needed for hazardous work conditions which include: transportation and set-up of gas cylinders for laboratory audits, and set-up for emissions testing (vehicle emission testing, emission control component inspections, vehicle maintenance activity, etc.) and in-field work. It is required by management, that staff use safety footwear due to hazardous conditions. Up to 10 percent travel will be required.